

**CITY OF ALTOONA, WI**  
**REGULAR COUNCIL MEETING MINUTES**  
**February 9, 2023**

**(I) Call Meeting to Order**

Mayor Brendan Pratt called the meeting to order at 6:00 p.m. The Regular Council Meeting was held in person in the Council Chambers at Altoona City Hall, 1303 Lynn Avenue, WI.

**(II) Pledge of Allegiance**

Mayor Pratt led the Common Council and others in attendance in the Pledge of Allegiance.

**(III) Roll Call**

City Clerk Cindy Bauer called the roll. Mayor Brendan Pratt, Council Persons Dale Stuber, Jon Olson, Kaitlyn Leopold, Matthew Biren, Susan Rowe and Timothy Lima were present. Also Present: Attorney Sam Bach Hanson, City Administrator Michael Golat, Assistant City Administrator Richard Downey, and City Clerk Cindy Bauer.

**(IV) Citizen Participation Period**

There being no Citizen Participation, motion by Biren/Lima to close the Citizen Participation Period. **Motion carried.**

**(V) Approval of minutes.**

City Clerk Bauer asked for an amendment to the January 26, 2023 Council Minutes reflecting that Council Members Matthew Biren and Kaitlyn Leopold were absent not present as stated.

Motion by Lima/Stuber to approve the minutes of the January 26, 2023, Regular Council Meeting as amended. **Motion carried.**

**(VI) City Officers/Department Heads Report**

City Administrator Golat reported on the following:

- Discussions with Eau Claire Fire/EMS
- Meeting with Wisconsin Policy Forum
- Updated Water Tower #1 Dish Network Antenna Proposal
- Update on the Chippewa Valley Veterans Tribute/Enhancing the Trail at River Prairie Project
- Rural Partners Network (RPN)
- Partners in Energy
- Grant Applications
- Mayor's Park and Recreation Association Award
- Planert Annexation and NE Utility Extension
- Acquisition of Property north of Public Safety Building

A City Administrator's Report is on file upon request.

**City Committee Reports** – none.

**(VII) Consent Agenda**

**(1) Discuss/consider amending the premise description on the "Class B" Combination Liquor and Beer License issued to Rolly's Coach Club, located at 2239 Spooner Avenue, to include a designated area in the parking lot for the following dates only: March 10-12, 2023 for the Matt Sisko Memorial benefit.**

City Clerk Bauer commented that Rolly Knusalla, owner of Rolly's Coach Club, 2239 Spooner Avenue, is asking for an amendment to his current "Class B" Liquor and Beer license premise description to include a portion of his parking lot for the following dates only: March 10-12, 2023 for a benefit. There will be a designated area, with a tent or some type of barricade, on the south side of the building located in a portion of the parking lot. Rolly Knusalla (Rolly's) is aware that alcohol may not leave the premises. It will be noted on the license that the area must be defined with some type of barricade or tent and open containers may not be carried off the premises.

Mr. Knusalla has asked for similar amendments in the past to host other events, and the events have not resulted in any problems. Police Chief Bakken has reviewed the request and staff recommends approval to amend Rolly's Coach Club "Class B" Liquor and Beer License premise description to include a designated area within the parking lot only for the specific dates of March 10-12, 2023.

Motion by Lima/Leopold to approve Consent Agenda Item 1. **Motion carried.**

**(VIII) Unfinished Business - None**

**(IX) New Business**

**(1) Discuss/consider Contract with Olson Solar Energy for installation of a solar array at Solis Circle.**

City Administrator Golat explained the contract for services with Olson Solar Energy for installation of solar panels at Solis Circle. Golat said the majority of this work is being funded by a Public Service Commission Energy Innovation Grant. The contract amount is \$138,245.44 for installation of 136 400W solar panels. The panels are estimated to produce approximately 70,861 kWh of energy annually resulting in a savings of \$289,478 over 25 years. City Administrator Golat noted that of the \$138,245.44 budget, an estimated \$7,300 will be reimbursed through Focus on Energy, an estimated \$41,473.63 will be reimbursed through a federal tax credit program and \$81,220 will be paid by the Energy Innovation Grant. The balance, \$8,251.81, will be paid by the Solis Circle rental fund.

Motion by Rowe/Biren to approve a contract with Olson Solar Energy for installation of a solar array at Solis Circle. **Motion carried.**

**(IX)(2) Discuss/consider amending Altoona City Hall Community Room Policy and Fees.**

City Clerk Bauer explained that the current Community Room Use Policy adopted February 22, 2018 allows for reservation of the Community Room and kitchen (aka "employee break room") for social gatherings serving food. In addition, the current policy contains a fee schedule for collection of rental fees for these types of events. Because of the construction of the Fish House, a space designed specifically for social gatherings such as birthdays, graduations, retirement celebrations, etc., City staff is recommending that the Community Room Use Policy be revised to eliminate the use of the Community Room and kitchen for social gatherings serving food and to remove the fee schedule for this type of event.

City Clerk Bauer noted that along with the revision mentioned in the paragraph above, City staff is recommending changes to the days and times the room is available for community meeting space. The request to change days and times for the room's availability is predicated upon Library staffing levels. The proposed hours are the same as the City Hall operating hours. The proposed Hours of Use is listed as follows: Monday, Tuesday, Wednesday and Friday 7:30 a.m. – 4:00 p.m. and Thursdays 7:30 a.m. – 5:30 p.m. and to add the following language: **or by special arrangement with the Clerk's Office.**

Assistant City Administrator Richard Downey commented that there was a recent inquiry from a person asking to rent the Community Room on a more continual basis. Staff suggested including some language in the Policy to limit the amount of use for one particular party to avoid over use by any particular party.

Motion by Rowe/Lima to approve amending Altoona City Hall Community Room Policy and Fees as amended by City Staff with the added language as noted above in bold regarding special arrangement for after hour use and to add language at the discretion of city staff to avoid over use by any particular party. **Motion carried.**

**(IX)(3) Strategic Planning: Think Inside the Box Challenge. Possible action to follow.**

City Administrator Golat explained that the City is moving forward with our Neighborhood Investment Grant (NIF) funded container park. As part of the park project, the City has been running the "Think Inside the Box Challenge" where interested entrepreneurs could apply to rent either the taproom, one of the two retail spaces, or one of the two restaurant spaces. The application period ended on January 27th, and the city received a total of ten applications, the breakdown for the number/type of applications are listed below.

Tap Room	1 application
Retail	5 applications
Restaurant	5 applications

When the City was discussing the “Think Inside the Box Challenge” it was billed as like a “Shark Tank” selection. Applications would be taken and then applicants would come before the selection committee to discuss their projects, presenting information to the committee about their project narrative, marketing plan, and their financial plan. Applicants were told that the City will select candidates from these meetings to move forward, and that winners will be invited to sign affordable leases to operate their businesses in the container park. The leases would be approved by the City Council.

City Administrator Golat said the Council now needs to decide two things:

1. Does the Council want to review all the applications, meaning that the Council sits through all the presentations, similar to “Shark Tank”? Or do you want to have them filtered before they come before the City Council.

2. Does the Council want to sit through all the presentations or would the Council like to create an Ad-hoc committee to do these selections? If the Council created an ad-hoc committee, then people that are involved in small business development, such as COLAB and the Eau Claire County Economic Development Corporation, other current small business owners, or local bankers, could be invited to help with a recommendation to the City Council for final action.

Staff was looking for input on how Council would like to proceed on this item. City Administrator Golat suggested the following process.

- Establish a committee to screen applicants. Decide who moves on to next round.
- Form a panel comprised of experts-entrepreneurs to hear shark tank style presentations.
- Council to make final decision on what businesses to move forward to lease negotiations.
- Staff to work on leases to bring to Council for final approval.

Mayor Brendan Pratt and Council Members Jon Olson, Tim Lima, and Kaitlyn Leopold volunteered to be on the Ad Hoc Selection Committee. The first meeting will be held on February 23, 2023 prior to the Council Meeting

**(X) Miscellaneous Business and Communication.**

**(XI) Adjournment.**

Motion by Lima/Leopold to adjourn at 7:04 p.m. **Motion carried.**

Minutes submitted by Cindy Bauer, City Clerk